

DETAILED INSPECTION CHECKLIST

FA SC STMT TEXT

- 780 FAMILY HOUSING
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- 780 01 ADMINISTRATION
- 780 01 001 Does the number of personnel authorized for performing housing management functions (to include Public Private Venture (PPV) portfolio compliance and monitoring oversight) best provide the services required to operate and maintain the family housing portfolio?
Reference
MCO 11000.22, chap 1, par 11
- 780 01 002 Does the Housing office provide the proper oversight of the PPV business agreements including completion of the necessary monitoring matrices? (PPV Housing)
Reference
MCO 11000.22, chap 1, par 12n
- 780 02 HOUSING UNIT DESIGNATION
- 780 02 001 Are re-designations made properly?
Reference
MCO 11000.22, chap 2, par 2
- 780 02 002 When redesignations are evaluated is there an attempt made to ensure equal opportunity exists for different grade categories to obtain base housing?
Reference
MCO 11000.22, chap 2, par 2b(1)
- 780 02 003 Are redesignated family housing areas separated to the maximum degree between officer and enlisted housing areas?
Reference
MCO 11000.22, chapter 2, par 2a(1)
- 780 02 004 Is all redesignation data entered into the enterprise Military Housing (eMH) system?
Reference
MCO 11000.22, chap 2, par 2b(2)

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- 780 02 005 Is the occupancy of housing by key and essential personnel provisions including civilians based on priority assignment procedures?
Reference
MCO 11000.22, chap 2, par 10
- 780 02 006 Is written documentation on file showing designation of key and essential billets or quarters?
Reference
MCO 11000.22, chap 2, par 9b
- 780 02 007 Are adequate housing areas designated by grade categories?
Reference
MCO 11000.22, chap 2, par 12
- 780 02 008 Have quarters temporarily re-designated for use other than family housing been approved by HQMC?
Reference
MCO 11000.22, chap 2, par 2c
- 780 03 HOUSING ASSIGNMENT
- 780 03 001 Are assignments made according to housing designations?
(Government-owned)
Reference
MCO 11000.22, chap 2, par 4
- 780 03 002 Are waiting lists maintained by grade categories and bedroom requirements?
Reference
MCO 11000.22, chap 2, par 7
- 780 03 003 Are houses assigned in accordance with bedroom criteria?
(Government-owned)
Reference
MCO 11000.22, chap 2, par 12b-f
- 780 03 004 Are service members provided no less than a 31 day advance notice of housing assignment? (Government-owned)
Reference
MCO 11000.22, chap 2, par 8c
- 780 03 005 Are freeze zones at the top 10 percent established for each waiting list?
Reference
MCO 11000.22, chap 2, par 6a

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- 780 03 006 Are personnel selected or frocked for promotion being assigned to occupy housing designated for their selected pay grade?
Reference
MCO 11000.22, chap 2, par 7d
- 780 03 007 Are all dogs and cats, whether pet, service or companion animal registered with the local Veterinary Treatment Facility (VTF) or other agency aboard the base, proof of registration submitted to the Family Housing Office?
Reference
MCO 11000.22, chap 3, par 5
- 780 03 008 Does proof of registration from the base VTF for dogs and cats include the proper information including current rabies vaccinations and installation of a functioning microchip identification device?
Reference
MCO 11000.22, chap 3, par 5
- 780 03 009 Are at least 8% of the total housing assets accessible, or easily modifiable to be accessible to persons with disabilities?
Reference
MCO 11000.22, chap 7, par 11
- 780 03 010 Are modifications to housing units which accommodate the physically challenged or Wounded Ill or Injured (WII) made in a timely fashion? (Government-owned)
Reference
MCO 11000.22, chap 12, par 8
- 780 03 011 Is the housing office utilizing the date of receipt of the DD Form 1746, with all qualifying documents and orders as the control date?
Reference
MCO 11000.22, chap 2, par 6a
- 780 03 012 Are waiting lists freeze zones stabilized and not altered by placing new arrivals within the freeze zone except for the appropriate exceptions?
Reference
MCO 11000.22, chap 2, par 7b
- 780 04 UTILIZATION
- 780 04 001 Is a representative from the housing office prior to occupancy, completing a joint inspection of the home with the prospective resident? (Government owned)
Reference
MCO 11000.22, chap 2, par 15

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- 780 04 002 Has diversion authority been granted by CMC for houses assigned to bachelor chaplains? (Government owned)
Reference
MCO 11000.22, chap 2, par 13b
- 780 05 ASSIGNMENT TERMINATION
- 780 05 001 Is a pre-termination inspection conducted to alert occupants to discrepancies they must correct before vacating? (Government owned)
Reference
MCO 11000.22, chap 2, par 20a
- 780 05 002 Is the termination inspection conducted after quarters are vacated but prior to termination of assignment? (Government owned)
Reference
MCO 11000.22, chap 2, par 20
- 780 06 MAINTENANCE/REPAIR OF FACILITIES
- 780 06 001 Is there a current long-range maintenance plan? (Government owned)
Reference
MCO 11000.22, chap 1, par 12m
- 780 06 002 Is there an annual short-range maintenance plan? (Government owned)
Reference
MCO 11000.22, chap 1, par 12m
- 780 06 003 Is the Housing Office verifying service members are acceptably housed. (Government owned)
Reference
MCO 11000.22, chap 1, par 5a
- 780 06 004 Did the family housing manager authorize all obligations of the Family Housing Operations and Management fund? (Government owned)
Reference
MCO 11000.22, chap 6, par 2d
- 780 06 005 Are annual family housing operations and maintenance budgets prepared and submitted in accordance with the guidance provided by Marine Corps Installations Command, Resources (MCICOM G-8)? (Government owned)
Reference
MCO 11000.22, chap 6, par 1

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- 780 06 006 Is a systematic approach utilizing the whole house and revitalization employed to address improvement, repair and neighborhood major maintenance requirements? (Government owned)
Reference
MCO 11000.22, chap 7, par 2a(5)
- 780 06 007 Does the housing office have a quality assurance program to ensure service calls, routine maintenance and maintenance service contracts are been performed satisfactorily? (Government owned)
Reference
MCO 11000.22, chap 7, par 2a
- 780 06 008 Is a systematic approach utilized for accomplishing whole-house and neighborhood revitalization projects? (Government owned)
Reference
MCO 11000.22, chap 7, par 2a(5)
- 780 06 009 Are limited minor construction projects funded with Family Housing Operations and Maintenance (FH,O&M) funds? (Government owned)
Reference
MCO 11000.22, chap 7, par 28; Figure 7-1, note 2
- 780 06 010 Have the appropriate government approval authorities been notified for approval for all maintenance and repair projects? (Government owned)
Reference
MCO 11000.22, chap 7, par 28
- 780 06 011 Are sustainment, restoration, and modernization projects segregated into the appropriate project categories? (Government owned)
Reference
MCO 11000.22, chap 7, par 1c
- 780 06 012 Are normal improvement, construction, and replacement projects identified (line item) in the family housing budget? (Government owned)
Reference
MCO 11000.22, chap 7, par 28; Figure 7-1, note 3
- 780 06 013 Is maintenance scheduled and planned to sustain military morale and the protection of the government investment? (Government owned)
Reference
MCO 11000.22, chap 7, par 2a
- 780 06 014 Are design, repair and improvement projects accomplished in a timely manner? (Government owned)
Reference
MCO11000.22, chap 7, par 2a

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- 780 06 015 Does the housing manager review the plans and specifications for family housing projects? (Government owned)
Reference
MCO 11000.22, chap 1, par 12
- 780 06 016 Are appropriate economic analysis prepared for all repair/replacement projects requiring Congressional notification? (Government owned)
Reference
MCO 11000.22, chap 7, par 28
- 780 06 017 Have major repair and improvement projects been identified on the long-range plan? (Government owned)
Reference
MCO 11000.22, chap 7, par 28; Figure 7-1, note 5
- 780 07 MAINTENANCE/REPAIR OF FURNITURE
- 780 07 001 Is furniture and moveable equipment inventoried and tracked appropriately into the enterprise Military Housing (eMH) system?
(Government owned)
Reference
MCO 11000.22, chap 9, par 3c(3)
- 780 07 002 Do installations minimize the amount of repair and replacement furnishings in the family housing inventory? (Government owned)
Reference
MCO 11000.22, chap 9, par 3c(2)
- 780 08 FINANCIAL MANAGEMENT
- 780 08 001 Has the prescribed budget format been followed? (Government owned)
Reference
MCO 11000.22, chap 6, par 1
- 780 08 002 Does the family housing office complete an analysis of actual program execution?
Reference
MCO 11000.22, chap 6, par 2f
- 780 08 003 Has the annual mid-year review of family housing budget execution been completed by February? (Government owned)
Reference
MCO 11000.22, chap 6, par 1b(3)

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- 780 08 004 Are General Officers Quarters being managed in accordance with established Marine Corps Guidance?
Reference
MCO 11000.22, chap 8, par 5
- 780 09 HOUSING REFERRAL PROGRAM
- 780 09 001 Has a system been implemented that will assure leased housing listings are inspected?
Reference
MCO 11000.22, chap 1, par 12j
- 780 09 002 Has a liaison function been established with real estate firms and other community sources?
Reference
MCO 11000.22, chap 1. Par 12h
- 780 09 003 Are listings exchanged with other government agencies?
Reference
MCO 11000.22, chap 5, par 3 and 4
- 780 09 004 Does the installation ensure all personnel with Permanent Change of Station Orders, report to the Housing Referral Office?
Reference
MCO 11000.22, chap 2, par 1b
- 780 09 005 Does the HRO provide sex offenders disclosure and database requirements in compliance with applicable state and federal laws “prior to” assignment or referral?
Reference
SEC OF THE NAVY (SECNAV) MEMO OF 7 OCT 2008;
MCO 11000.22, chap 2, par 23
- 780 09 006 Is a restricted facilities list maintained and personnel that check-in through the housing referral office informed of the policy concerning restricted facilities?
Reference
MCO 11000.22, chap 5, par 9
- 780 09 007 Is a non-approved listings list maintained?
Reference
MCO 11000.22, chap 5, par 10

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- 780 09 008 Are current sales and rental listings information on housing, trailers, etc. maintained and tracked through the enterprise Military Housing (eMH) system?
Reference
MCO 11000.22, chap 5, par 10
- 780 09 009 Are complaints from both owners and tenants handled expeditiously?
Reference
MCO 11000.22, chap 5, par 10
- 780 09 010 Does the family housing have established links located on the respective base website?
Reference
MCO 11000.22, chap 5, par 7
- 780 09 011 Are the Housing Referral Office hours of operation established to meet the needs of the military families?
Reference
MCO 11000.22, chap 5, par 11
- 780 09 012 Is the Military Housing Office area located in a building that is accessible to persons with disabilities as much as possible? If this is not feasible, have accommodations been made on a case by case basis?
Reference
MCO 11000.22, chap 5, par 10
- 780 09 013 Are sponsors provided with maps, brochures and other community information relative to the area?
Reference
MCO 11000.22, chap 5, par 10
- 780 09 014 Is each HRO employee cautioned to have no business association or financial interests that might give rise to any suspicion of partiality?
Reference
MCO 11000.22, chap 5, par 12
- 780 09 015 Are complaints of discrimination investigated immediately and resolved expeditiously?
Reference
MCO 11000.22, chap 5, par 10
- 780 09 016 Does the Family Housing division for each base maintain listings of available housing for relocating military members, their families and DoD civilians?
Reference
MCO 11000.22, chap 5, par 7